Child and Adolescent Inpatient Program Manual

Summit Oaks Hospital
19 Prospect Street
Summit, New Jersey 07901
(908) 522-7000 – Main Number
(908) 277-9041 – Direct to Unit
Welcome to the Child and Adolescent Inpatient Program of Summit Oaks Hospital. We look forward to helping you. Being in the hospital may be difficult for you. You may feel nervous, angry, or depressed. Those feelings are normal. Hopefully, you will feel more comfortable as you spend time with our staff and other patients. This handbook lets you learn more about Summit Oaks Hospital.
STABILIZATION/ASSESSMENT/TREATMENT PLANNING

There are three primary goals for your hospitalization:

1) Stabilization

2) Assessment

3) Setting up treatment for you after discharge from the hospital.

At the beginning of your stay, a team of highly qualified professionals will be assigned to help you. This includes a Psychiatrist-Doctor, Nurses, Social Workers, Activity Therapists and Mental Health Assistants. You will be interviewed by your doctor and you will talk with a Nurse, your Social Worker/Primary Clinician and an Activity Therapist. Your parents/guardians will also meet with your social worker/primary clinician. Please try to answer their questions as honestly and as best as you can. Your doctor and other members of your treatment team will meet to form your Treatment Plan. Your Treatment Plan describes your goals, what type of help you need, who and how we will be helping you.
TREATMENT PROGRAM

The Adolescent Inpatient Psychiatric Unit provides a specialized program designed to meet your needs. You are strongly encouraged to be on time, attend, and participate in all activities in order to get the most out of your hospital stay. The program provides structured activities seven days a week. A typical treatment day begins around 7:00 A.M. and ends at 10:00 P.M.

Each day includes at least five hours of treatment.

- Business Meeting Group 1 hour
- Group Therapy 1 hour
- Education 2 hours
- Activity Therapy 1 hour

You will meet daily with your Doctor and also be involved in other activities.
The Milieu Treatment Program is an important part of the program. The Status System consists of three levels of responsibilities and privileges.

There are two basic parts to the Token Economy Program. The first is the potential to earn points through positive and acceptable behaviors. The second part involves rewards and privileges which you can buy with your points. You are responsible for picking up your card, writing your goal on the card, collecting points from staff and turning your card in at the end of the point earning day.
POINT EARNING

Points are earned by at the maximum rate of 40 points per hour. You earn points from 7:00 A.M. to 10:00 P.M. You can earn a maximum of 600 points in one day. You can earn 40 points an hour for appropriate participation in structured groups and for behavior consistent with your status during unstructured time periods.

Status I: Earn points for compliant and cooperative behavior
Status II: Earn points for compliant and cooperative behavior and active participation in groups
Status III: Earn points for compliant and cooperative behavior and for assuming leadership in group and community functioning.

POINT SPENDING

You may spend points that you earned the previous day. Points may be spent on the following:

- Use of radio / CD player for one hour
- Watching TV or a movie
- Use of the fresh air area
- Use of the back court
In addition to points earned for behavior in the program and in the Status System, points are also earned for completing daily chores. Housekeeping points may be spent to stay up later on Tuesday, Friday and Saturday nights. Without late night privileges, patients 12 and younger are expected to be in their room at 9:00pm with lights out at 9:30 pm. Patients age 13 and older are expected to be in their room at 9:30 pm with lights out at 10:00 pm. Late night privileges allow a patient to stay up 30 minutes later.
STATUS SYSTEM

Status I

Responsibilities and Expectations:

A. To talk about your problems in treatment.
B. To get to know the patients and staff.
C. To go to all therapies and meetings.
D. To have your point card, with your goals written on it
E. To follow the rules and staff direction
F. To keep yourself and your room clean and neat.
G. To write a story about your life.
H. To make a commitment to stop using drugs if you were using drugs before your admission to the program

Privileges:

A. To be a patient in the Adolescent Treatment Program.
B. Meals in the kitchen on the unit.
C. May receive phone calls from parents at designated phone times.
D. May make phone calls to personal physician, lawyer and other appropriate representatives of the judicial system.
E. On-grounds activities as approved by staff.
F. Only parents may visit.
Status II

Responsibilities and Expectations

A. All Status I responsibilities and expectations.

B. To actively work on treatment goals.

C. To be active in all therapies and activities.

D. To keep your room clean.

E. To help keep the unit neat and clean.

F. Appropriate Peer Interactions

Privileges:

All Status I privileges as described above with modifications as listed below.

A. Meals off the unit on a regular basis.

B. Adult relatives may visit.

C. Two phone calls per day.

D. Use of radio / CD player
Status III

Responsibilities and Expectations

A. All Status II responsibilities and expectations.

B. To talk with staff about your problems and to be active in all therapy sessions.

C. To be a leader on the unit and in meetings.

D. To be a role model for all other patients.

E. To run the Community and Business meetings and take notes in the meetings.

Privileges

All Status II privileges as described above with modifications as listed below:

A. Visiting by all family members over the age limit of 13 years of age

B. May remain in the community area if staff is not present

C. Vote with staff on status requests in the community meeting

D. May keep your radio / CD player with you during the day to be used at appropriate times (no point spending necessary)

E. Automatically earn late night

F. May wear a hat or other acceptable head covering during unstructured time on the unit

G. May be in dayroom during in room time after dinner
**Special Dinner**

Patients who are Status II are eligible for a weekly pizza dinner and those who are Status III are eligible for a weekly Chinese food dinner on Friday.

**Status Increase**

Status increases are based on points earned as described below, on staff evaluation and the community’s approval. The first request for a status increase is made in your Business Meeting. If you receive your new status in the Business Meeting, you will then request final approval in the Community Meeting. All patients and staff vote in the Business Meeting. The Community Meeting vote is by staff and Status III patients.

Points earned during the two days (for status II) and three days (for Status III) prior to the Business Meeting are totaled to determine status eligibility.

**Status I to Status II** - 1000 points for two days prior to Business Meeting.

**Status II to Status III** - 1620 points for three days prior to Business Meeting.
One of the requirements for Status II eligibility is to write a story about your life. This story should include the following:

1. Your name, age and where you live.
2. What kind of person you are.
3. The names of the people in your family.
4. Tell about how you get along with you family, friends, teachers, bosses, and coaches.
5. Tell how and when your problems began.
6. Tell how these problems have changed you and your family.
7. The things that need to change in yourself and in your family or school to allow you to improve things in your life.
Status Decrease

A decrease in status is not meant to be a punishment. It is a response to the fact that you are having problems and that you require more structure and staff support to resolve the problem. You are eligible to request an increase in status during the second Business Meeting after your status has been dropped. If you are voted a new status in the Business Meeting, your Status Increase will be reviewed in the next scheduled Community Meeting.

Behaviors which result in an automatic decrease to Status I include but are not limited to the following:

1. Hitting other people.
2. Inappropriate touching with another patient.
3. Stealing.
4. Destroying property.
5. Going into another patient’s room.
6. Not having and keeping enough points for that level.
7. Possession of Contraband.
8. Cursing, yelling or screaming at other peers or staff.
**Status Suspension**

Behavior that is not consistent with your status level but does not merit a drop will result in a suspension of status. Self damaging behavior and being in the opposite sex hallway during free time will automatically result in a suspension to Status I. You can request an increase back to the level from which you were suspended in the next scheduled Business Meeting and do not have to present your request in the Community Meeting.

**Reflection Status**

Reflection Status will result when a patient’s behavior is unsafe and is interfering with the therapy of the other patients in the program. You will be separated from the community and expected to stay in your room. During your separation you will be talking to staff and completing therapeutic assignments. You will be able to earn the privilege of attending scheduled groups by completing your assignments, following staff direction and acting in a safe fashion. You will not be able to participate in unstructured activities. One of your assignments will be a written statement requesting to be voted off of this status to Status I. This statement will include the
reason you were placed on reflection and the reasons why you think you should be returned to Status I. You will make this request with staff approval in a business meeting and then in the Community Meeting if you receive support in the business meeting.

**Time-Out**

Time-out is a brief period of time during which you are encouraged to take a break, calm down and think of a more acceptable way of dealing with a given situation. You can also ask to go to the time out area on your own.
COMMUNITY POLICY

Dress

* All clothing is to be neat, clean, in good repair and compliant with the dress code. No short skirts, short shorts, tank tops, or cropped shirts.

* Socks or slippers may be worn instead of shoes. Feet must be covered when out of your room. The only body piercing allowed are stud earrings in the ears.

Bedtimes

• 13 and older:
  In room at 9:30PM
  Lights out at 10:00PM

• 12 and younger:
  In room at 9:00PM
  Lights out at 9:30PM
**Contraband/Illicit Drugs**
Drugs of any nature are not allowed on the unit. Contraband also includes weapons, or other sharp items, pornography, smoking materials and cell phones.

**Items Not Permitted**
- No belts, no shoelaces, Velcro ties will be provided for you if needed
- No jewelry other than stud earrings
- No hairdryers or curling irons, hairdryers are provided
- No blankets, pillows, or stuffed animals are allowed except those provided by Summit Oaks
- No drawstrings on clothing or hooded sweatshirts
- No food or drinks from outside may be brought to the unit
**Personal Items/Appliances**

Lockers are provided for each patient to store personal items. Electric shavers can be used for shaving as razors are prohibited. All patient valuables must be sent home with family member or they will be stored in the hospital safe.

**Mail**

Patients receive and send mail freely.

**Laundry**

A washer and dryer are available on the unit. With assistance patients may wash their laundry. The following is expected of the patient.

1. Soiled clothing should be kept together in a designated receptacle.
2. Wash hands after handling dirty laundry.
3. Detergent should not be placed in the agitator.
4. Please do not leave soiled or clean linen in the laundry room.

**Rooms**

Patients are to enter only their assigned room.
Infection Control and maintaining a clean environment on the treatment unit is a shared responsibility between the patient, family and staff of Summit Oaks Hospital.

**Personal Care:**

1. **Daily Bathing** - All patients are expected to wash/shower **daily**. Patients should use liquid soap in the showers. Bar soap should not be used, it harbors bacteria. If a patient chooses to use their own soap, it should be removed after each shower. **Patients should not share towels, soap or tooth brushes with each other.**

2. **Oral Hygiene** – All patients are expected to brush their teeth daily. Patients are educated about proper oral hygiene, including inspecting their gums for bleeding and mouth lesions. If the patient has dentures or removable dental devices, they should alert the staff and be instructed to maintain these devices. Patient toothbrushes should be kept in a basin in your room.

3. **Handwashing** is the number one way of preventing the transmission of bacteria and infection. Hand hygiene can be done by handwashing with soap and water or using the waterless agent designated for patients. Handwashing should be done:

   - Before eating meals.
   - After toileting.
   - After touching dirty items.
   - Before performing kitchen duties, ie: making coffee, serving snacks.
   - After sneezing or blowing your nose.

4. Patients with “colds” or upper respiratory infections are encouraged to follow **Respiratory Etiquette**, cover their mouths and nose with tissues when coughing or sneezing, follow good hand hygiene, dispose of tissues in the trash container.
Environment

1. **Patient Room and Bathrooms**

Maintaining a clean room is part of treatment. Patients are expected to:

- Make their beds.
- Put clothes away neatly on shelves or in draws/closets.
- Keep the tops of their dressers free of clutter, personal hygiene items should be given to nursing staff to be placed in lockers.
- Wipe out sinks in the room. Keep bathrooms neat.
- Place dirty towels in hospital laundry hampers.
- All shower articles, soaps, shampoos, conditioners should be kept in lockers.
- **Food is prohibited in patient rooms. Food should not be brought back from the dining room.**

![Image of patient making their bed]

2. **Community Room**

- The community room should be clean and free of clutter.
- Patients are expected to:
  1. Papers, food wrappers and trash should not accumulate in this area.
  2. The large tables in the community room should be cleaned after use.
Nurses’ Station

Patients may not enter the Nurses’ station for any reason.

Parents/Guardians may call at anytime: (908) 277-9041.

Telephone Calls

Phone calls can be made according to status level during the following time periods 7:30 AM to 8:30 AM (if you have completed your morning housekeeping chores); 5:30 PM to 6:30 PM.

Visiting

Visitors must sign in at the lobby desk and be announced. Visitors must sign out when they leave. No more than two (2) visitors permitted at one time. No one under the age of 18 is permitted to visit on the unit at anytime. Visiting hours are as follows:

- Tuesday and Thursday: 6:30 P.M. to 7:30 P.M.
- Saturday and Sunday: 1:00 P.M. to 2:00 P.M.
Court

All psychiatric patients below the age of eighteen, who are in the hospital longer than fourteen days, are required to appear before a judge. This brief hearing focuses on the patient’s legal rights within the context of hospital treatment.

DISCHARGE PLANNING

Before you leave the program, you will be involved in developing a written discharge plan. With your permission and your parent/guardian’s permission, your discharge plan will be shared with other professionals involved in your treatment.
SUMMARY

Now that you have read through the handbook you know about the program and guidelines. We will try to help you reach your goals as soon as possible. Your active involvement is a key part in the achievement of your goals. We wish you the best during your stay here and after your discharge.
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Treatment Unit Four Daily Schedule
Summit Oaks Hospital
Essential Patient Information
For
Child Adolescent Programs

1. On admission you will be asked to sign or decline signing the following consents:
   A. Continuation of current medications your child is taking. No medication will be changed or added after admission without your consent.
   B. Consent for PRN medications. PRN medications are physician prescribed medications that are given to patients on an as needed basis for specific symptoms.
   C. Tuberculin skin testing is done on admission for all patients. Our program complies with the recommendations of the NJ Department of Health and the CDC.
   D. Flu vaccine is offered seasonally.

2. All patients admitted to Summit Oaks Hospital are required to have a body and belongings search. This is done to prevent any contraband or harmful objects from entering the therapeutic environment. This is done for the protection of every patient in the community.

3. Visiting hours are Tuesday and Thursday 6:30pm – 7:30pm and Saturday and Sunday 1:00pm to 2:00pm. Only 2 visitors are allowed, status 1 patients parents/guardians only, status 2&3 patients parents/guardians/adult relatives. No one under the age of 18 may visit.

4. Phone time is 7:30am to 8:30 am and 5:30pm to 6:30pm. One phone call a day for status 1 and 2 phone calls for status 2&3. If patient’s parents are divorced both parents may be contacted each day. Phone calls can be made to parents/guardians only.

5. The length of stay is determined by the Treatment Team and the patient and their parents/ guardians on an individual basis.

6. Patients will be allowed to bring five changes of clothing, one pair of shoes and two changes of night clothes to the unit (preferably in a shopping bag). All other items must be sent home or stored in the property room. Personal care products will be supplied on the unit. No drawstring clothing or belt, and slip on shoes are preferred. Shoelaces will be removed on admission.

7. Patients are not permitted to have any electronic devices or cell phones.

8. Only one pair of stud earrings can be worn. We strongly encourage all other jewelry be sent home or they can secure them in our safe upon admission.

9. Smoking is NOT permitted. Patients are not to have any cigarettes, matches, lighters or other smoking materials in their possession. If you are a smoker
please discuss this with the treatment team.

10. The primary modality of treatment is group process. The counselors meet with patients to do an initial assessment (within 72 hours) and again prior to discharge to determine the Discharge Plan.

11. A physician will meet briefly with each patient daily for medication management and stabilization.

12. Patients are expected to attend and participate in all therapeutic groups.

13. Patients must adhere to the unit rules and conduct themselves appropriately at all times.

14. There is always someone available for you to talk with. The nurses station number is 908-277-9041.